

**Lawton Elementary PTA  
General Meeting Minutes  
April 28, 2011, 6:30 PM  
Lawton Commons**

**In Attendance:** 17 members (see sign-up sheet attached)

**2011-2012 Budget:** Kirsten Dumo presented the 2011-2012 PTA Budget for approval by the general membership (see budget document, attached).

- **Grant-a-Wish:** Because the auction did so well, we are implementing a grant-a-wish program that allows teachers and other staff to request things that will benefit their classrooms/programs. So far we have granted requests for iPads for teachers, books for the library, and archery equipment for the gym. The goal is to put as much money as possible back into the school by the end of the year.
  - **Question:** Were we able to fulfill requests for all teachers?
  - **Answer:** We have granted requests for everybody who has asked so far, and anticipate additional requests.
- **Carry-Forward:** We will be carrying forward \$45,557, about the same amount as last year.
- **Fundraising Events/Direct Revenue Sources:** Estimates are in line with this year, except for the auction and Move-a-Thon. We budgeted conservatively, and not on the assumption that these will continue to perform at such high levels.
  - **Teacher Experience/Party Catalog:** This is a placeholder in case we don't have an auction.
  - **Question:** Have we looked into Tippr or similar for passive fundraising?
  - **Answer:** Yes, but haven't received any checks. Maybe they go to the school, or maybe we haven't reached a minimum amount.
  - **Question:** What did the member survey show?
  - **Answer:** Music ranked high as something members support; a direct drive was less popular than an auction, though few people expressed interest in working on an auction.

- **Community Events and Programs:** Most of these are in line with this year.
  - **Welcome Back BBQ:** We do not have chairs for this event. We increased expenses, as it is easier to have it catered.
  - **Fall Festival:** We didn't do this in 2010-2011, but put a line item in for next year in case we do it.
  - **Membership expenses:** These are paid to the State PTA.
  - **School Photos:** We may change companies next year due to negative feedback.
- **Pass Through Programs:** These are neither fundraisers, nor expenses. Examples include before- and after-school enrichment, and community outreach.
- **School Support Request:** This is based on the request that the school staff presents to the PTA.
  - **Site Licenses:** This is for A to Z and Raz Kids.
  - **Homework Club:** This is for two certificated teachers and volunteers to work with students who are falling behind.
    - **Question:** Why did this program run out of money this year?
    - **Answer:** Somehow the program grew to five teachers, and expenses ballooned once the pay rate was standardized (per district policy). This year's request is more specific, so hopefully we will avoid this situation in the future. We funded the full amount requested by the school.
  - **Computer/Tech Maintenance:** This is for toner, etc.
  - **Stipends:** We provide a partial (50%) match for four stipends (crossing guard supervision, music performance, SIT – Student Intervention Team – coordinator, and tech maintenance). The base amount for these is paid out of the school's discretionary budget at an amount specified by the District.
  - **Playground Support:** This is the same as last year.
  - **Hourly Tutors:** We pay part of this.
  - **Certificated Tutors:** These are the teachers who do pull-out tutoring during the day.
- **Volunteer Coordinator:** This is for Helen Pitts to work 10 hours per week. The amount has increases, as we have to cover her benefits (FICA, etc.). Helen handles

classroom volunteer recruitment and training, and background checks.

- **Additional School Support:** These are requests from individuals, and set-aside amounts for teacher requests, principal's discretionary spending, community outreach, etc.
  - **Enrichment:** This is based on the request put together by the enrichment chairs (Lisa Reeves and Elizabeth Hester). Both 5<sup>th</sup> grade opera and the "Dance Dude" alternate years with other comparable enrichment activities. We funded the total amount requested.
    - **Question:** Does the amount allotted to 5<sup>th</sup> Grade Promotion expenses include the bowling trip?
    - **Answer:** Yes.
  - **Other PTA Expenses:** These are basic operating expenses. "Education" is for conference and workshop registration fees.
- **VOTE:** A motion was made and seconded to approve the 2011-2012 PTA Budget as presented. Motion passed (16 votes in favor).

**Amendments to Standing Rules:** Michelle Gonzalez presented amended standing rules for approval (see attached). She has reconciled our standing rules with the WSPTA by-laws, and added two additional Board positions (Vice President for Communications-Website and Staff Liaison). We have to approve these changes before we can approve the 2011-2012 Board slate.

- **VOTE:** A motion was made and seconded to approve the revised standing rules as amended. Motion passed (16 votes in favor).

**2011-2012 PTA Board Slate:** Sarah Terry presented the slate of candidates for next year's board. She distributed paper ballots for voting.

Co-President, Second Year: Michelle Gonzalez  
Co-President, First Year: Diana Deen Thompson  
Co-Vice President, Second Year: Connie Olson  
Co-Vice President, First Year: Kathy Johnson  
Fundraising Chair: Kelly Fulks  
Communications Chair (Newsletter): Kimball Mullins

Communications Chair (Website): Kimberlee Ely  
Treasurer: Lisa Blau  
Cashier: Margaret Bolger  
Recording Secretary: Sarah Terry  
Staff Liaison: Cheryl Parks

- **VOTE:** A motion was made and seconded to approve the 2011-2012 PTA Board Slate as presented. Motion passed (16 votes in favor).

**Meeting Adjourned 7:45 PM**

Minutes respectfully submitted by  
Sarah Terry  
Recording Secretary  
May 7, 2011